



## UNPAID INTERNSHIP DESCRIPTION

### INTERNSHIP HOST INFORMATION

**State Department / Agency:** Office of the Governor, Appointments Office

**State Division / Office:** Executive Office

**Location of Internship:** Romney Building, downtown Lansing

### INTERNSHIP SCHEDULE

**Internship Time Period:** All Semesters 2012

**Internship Hours Requested Per Week:** 20-30

### PREFERRED EDUCATION

**Major / Minor:** Information Technology/Public Policy/Communications

**Level of Education:** Open to Undergraduates and Graduates

**Preferred Skills / Qualifications:**

- In depth knowledge of website creation and maintenance, database development entry and transparency applications.

**Through this internship, student intern will develop or further strengthen the following competencies:**

<input type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

### INTERNSHIP DESCRIPTION

**Internship Title:** Website and Database Development Intern

**Intern Responsibilities / Projects:**

- Assist in finalizing the development of the Governor's Office database for appointments to statewide boards and commissions.
- Develop and implement data entry programs for demonstration of public transparency, while establishing and maintaining programs to ensure confidentiality of certain information.
- Assist with recruitment of candidates for potential gubernatorial appointment to boards and commissions.

### APPLICATION PROCESS

Email your résumé to Nancy Short at [shortn@michigan.gov](mailto:shortn@michigan.gov).